



SENIOR TRANSPORTATION ENGINEER, CALTRANS
PROMOTIONAL STATEWIDE
CONTINUOUS TESTING

OFFERING EQUAL EMPLOYMENT OPPORTUNITIES TO ALL REGARDLESS OF RACE, COLOR, CREED, NATIONAL ORIGIN, ANCESTRY, SEX, MARITAL STATUS, DISABILITY, RELIGIOUS OR POLITICAL AFFILIATION, AGE OR SEXUAL ORIENTATION.

This examination allows for continuous testing on the Internet and the administration of a written exam on a semi-annual basis. Each year has two testing cycles.

Testing Cycle 1 March 2nd – September 1st

Testing cycle 2 September 2nd – March 1st

Candidates are eligible to take the supplemental application once in each testing cycle. However, candidates are only allowed to compete in the written exam once in every 12 month testing period. (For example, candidates who pass the supplemental application in Cycle 1 and fail the written exam are allowed to retake the supplemental application in Cycle 1 of the following year.)

COMPETITION LIMITED TO STATE EMPLOYEES:

Applicants must have a permanent civil service appointment with the Department of Transportation.

EXAMINATION INFORMATION:

This examination will consist of a supplemental application weighted Pass/Fail and a written examination weighted 100%. **Candidates who have successfully completed the Internet examination as of 5:00 p.m. on March 1 and September 1 of each year will be scheduled for the written portion of the examination on a Saturday in April and October, respectively.** Candidates who do not read the instructions for the Internet exam, or who read and fail to follow instructions, or who make erroneous assumptions when taking the Internet exam will have to reapply during the next testing period. No attempt will be made to correct their errors. However, **before taking the test**, Caltrans exam staff will be more than pleased to answer any questions regarding the examination. We can be reached at the number provided on this bulletin under General Information.

HOW TO APPLY:

THE SUPPLEMENTAL APPLICATION FOR THIS EXAM IS BEING ADMINISTERED ON THE INTERNET. YOU MAY APPLY BY CONNECTING TO <http://jobs.spb.ca.gov/ste/> and following the on-line instructions.

DO NOT SUBMIT A STATE APPLICATION FORM (Std 678) EVEN IF YOU HAVE PREVIOUSLY PASSED THE SUPPLEMENTAL APPLICATION PORTION OF THIS EXAM. THE SUPPLEMENTAL APPLICATION FORM FOR THE SENIOR TRANSPORTATION ENGINEER, CALTRANS EXAMINATION IS CONTAINED IN THE INTERNET TESTING PROCESS.

PERSONS WITH DISABILITIES: If you have a disability and need special testing arrangements call the Department of Transportation, Examination Unit at (916) 227-7858.

SALARY RANGE: \$5087 - \$6181

WRITTEN TEST DATE: Written tests are typically administered in September and March of every year. Candidates who pass the Internet portion of the examination will be scheduled for the written portion of this exam by mail approximately two weeks before the written test date. All written exams are administered on Saturdays. If your religious beliefs prevent you from taking an examination on Saturday, please contact the Examination Unit at (916) 227-7858 when you receive your Notice of Written Test.

NOTE: Accepted applicants are required to bring either a photo identification card or two forms of signed identification to each phase of the examination.

REQUIREMENTS FOR ADMITTANCE TO THE EXAMINATION:

NOTE: All applicants must meet the education and/or experience requirements at the time they take the Internet test.

The following minimum requirements may be combined on a proportionate basis if the requirements include more than one pattern and are distinguished as "Either" I, "or" II "or" III, etc. For example, candidates possessing qualifying experience amounting to 50% of the required time of Pattern I, and additional experience amounting to 50% of the required time of Pattern II, may be admitted to an examination as meeting 100% of the overall experience requirements.

MINIMUM QUALIFICATIONS

Possession of a valid certificate of registration as a civil engineer issued by the California State Board of Registration for Professional Engineers; and

Either I

One year of transportation engineering experience in the California state service performing duties comparable to those of an associate level engineer or Transportation Engineer (Civil), Range D.

Or II

Broad and extensive (more than 5 years) transportation engineering experience, two years of which are equivalent in responsibility to that of an associate level engineer or Transportation Engineer (Civil), Range D, in the California state service.

DEFINITION OF MINIMUM QUALIFICATIONS: "Duties comparable to" or "equivalent in responsibility to" is defined as experience gained after possession of a valid certificate of registration as a civil engineer issued by the California State Board of Registration for Professional Engineers.

APPROVED EXPERIENCE: Incumbents in the following classifications have been determined to possess the qualifying experience for meeting the minimum qualifications. Transportation Engineer (Civil), Range D; Associate Transportation Engineer, Caltrans (Registered);

SEE REVERSE SIDE FOR ADDITIONAL INFORMATION

It is an objective of the State of California to achieve a drug-free state work place. Any applicant for State employment will be expected to behave in accordance with this objective because the use of illegal drugs is inconsistent with the law of the State, the rules governing civil service, and the special trust placed in public servants.

Engineering Technician; Associate Electrical Engineer, Caltrans; Associate Mechanical Engineer, Caltrans; Associate Chemical Testing Engineer; Associate Engineering Geologist; Associate Environmental Planner; and Associate Equipment Engineer

THE POSITION: Senior Transportation Engineer, Caltrans incumbents, under general direction (1) as first line supervisors have charge of varied and difficult transportation engineering work in the field or office involving the supervision of engineers and others engaged in transportation development activities; or (2) in a specialist capacity, perform other difficult and complex engineering work relating to specialized transportation projects, research studies, planning and operations of transportation systems; or (3) provide technical oversight of consultants or local agency staff performing engineering work related to the development of State transportation projects; and do other related work.

Positions exist statewide with the Department of Transportation. It is anticipated that numerous vacancies will occur during the life of the list.

SUPPLEMENTAL APPLICATION – WEIGHTED PASS/FAIL

Please read the instructions in the computerized supplemental application thoroughly. You are limited to listing just one verifying supervisor next to each response. However, in responding to each question you should give yourself credit for all your years of experience on each question, not just your experience working for that one supervisor.

SCOPE:

A. Knowledge of:

- 1. Project management concepts to ensure that projects are completed within scope, cost schedule budgeted resources, standards, and practices.
- 2. Basic contract terminology.
- 3. Highway construction practices.
- 4. Transportation economics and financing to determine the cost benefit of various alternatives.
- 5. Basic statistics.

B. Skill to:

- 1. Identify and integrate the necessary human, financial, and equipment resources for projects.
- 2. Manage transportation projects to ensure completion within scope, cost, schedule, budgeted resources, standards, and practices.
- 3. Analyze project schedule data to ensure the timely completion of projects.
- 4. Use project management scheduling software.
- 5. Apply geometric standards to perform engineering design
- 6. Apply traffic engineering principles to analyze various transportation alternatives.
- 7. Interpret policies, procedures, guidelines, specifications, and industry standards to clearly explain them to a variety of audiences.
- 8. Identify changes in policies, programs, and standards that would impact the organization.
- 9. Provide technical oversight to ensure compliance with standards and accepted engineering practices.
- 10. Conduct specialized engineering studies such as feasibility analyses, traffic analyses, safety investigations, materials investigations, hydraulics studies and/or geometric studies.
- 11. Use the metric system and metric units for data collection, measurement, calculation, and reporting.
- 12. Assemble and analyze materials, financial, traffic project cost, and/or highway engineering data.
- 13. Operate a personal computer.
- 14. Use word processing software applications.
- 15. Use various spreadsheet software.

WRITTEN TEST – WEIGHTED 100%

SCOPE:

A. Skill to:

- 1. Plan, organize, supervise, direct and oversee the work activities of subordinate employees.
- 2. Assign, delegate and monitor the work of subordinate employees.
- 3. Recognize the need to shift priorities, staff and resources.
- 4. Establish a course of action for self and/or staff.
- 5. Follow up on the results of staff work assignments and projects.
- 6. Determine and establish priorities and service level in the work unit.
- 7. Resolve conflicting priority requests for service provided by the work unit.
- 8. Plan for the efficient use of personnel and resources.
- 9. Identify, analyze, evaluate and develop solutions for problems relating to work unit procedures and/or policies.
- 10. Identify problems and develop solutions to problems affecting the work unit.
- 11. Recognize the ramifications and possible impact of decisions to the work unit.
- 12. Identify and make an appropriate decision from a variety of alternative solutions.
- 13. Anticipate future consequences of present decisions or courses of action.
- 14. Write clear and concise reports, policies, procedures and/or correspondence.
- 15. Communicate orally on work related issues with employees, vendors, the public and/or outside agencies.
- 16. Make oral presentations.
- 17. Interpret and explain policies, procedures, rules and/or regulations.
- 18. Establish and maintain cooperative relationships.
- 19. Use tact and diplomacy when dealing with the needs, problems and/or concerns of employees, the public and/or outside agencies.
- 20. Interact with individuals without eliciting negative or hurt feelings.
- 21. Pacify hostile or irate individuals by making appropriate statements and minimizing arguments.

NOTE: In order to obtain a position on the eligible list, a minimum rating of 70 must be obtained in the written test.

ELIGIBLE LIST INFORMATION: A departmental eligible list will be established for the Department of Transportation. Names of successful competitors will be merged onto the list. Candidates' eligibility will expire 48 months after it is established.

VETERANS PREFERENCE CREDIT: Veterans preference credit will not be granted in this examination.

GENERAL INFORMATION

It is the candidate's responsibility to contact the Caltrans Personnel Office in Sacramento three days prior to the written test date if he/she has not received his/her notice.

For an examination without a written feature it is the candidate's responsibility to contact the Caltrans Personnel Office in Sacramento at (916) 227-1803, three weeks after the final filing date if he/she has not received a progress notice.

If a candidate's notice of oral interview or performance test fails to reach him/her prior to the day of the interview due to a verified postal error, he/she will be rescheduled upon written request.

Supplemental applications are contained in the Internet testing process.

If you meet the requirements stated on the reverse, you may take this examination, which is competitive. Possession of the entrance requirement does not assure a place on the eligible list. Your performance in the examination described on the other side of this bulletin will be compared with the performance of the others who take this test, and all candidates who pass will be ranked according to their scores.

The Department of Transportation reserves the right to revise the examination plan to better meet the needs of the service if the circumstances under which this examination was planned change. Such revision will be in accordance with civil service laws and rules and all competitors will be notified.

Examination Locations: When a written test is part of the examination, it will be given in such places in California as the number of candidates and conditions warrant. Locations of interviews may be limited or extended as conditions warrant.

Eligible Lists: Eligible lists established by competitive examination, regardless of date, must be used in the following order: 1) subdivisional promotional, 2) departmental promotional, 3) multi-departmental promotional, 4) servicewide promotional, 5) departmental open, 6) open. When there are two lists of the same kind, the older must be used first. Eligible lists will expire in from one to four years unless otherwise stated on this bulletin. In the case of continuous testing examinations, names are merged into the appropriate eligible lists in order of final test scores (except as modified by veterans preference credits) regardless of the date of the test and the resulting eligible lists will be used only to fill vacancies in the areas shown on the bulletin.

General Qualifications: Candidates must possess essential personal qualifications including integrity, initiative, dependability, good judgment and ability to work cooperatively with others; and a state of health consistent with the ability to perform the assigned duties of the class. A medical examination may be required. In open examinations, investigation may be made of employment records and personal history, and fingerprinting may be required.

Interview Scope: If an interview is conducted, in addition to the scope described on the other side of this bulletin, the panel will consider education, experience, personal development, personal traits and fitness. In appraising experience, more weight will be given to the breadth and recency of pertinent experience and evidence of the candidate's ability to accept and fulfill increasing responsibilities than to the length of his/her experience. Evaluation of a candidate's personal development will include consideration of his/her recognition of his/her own training needs; his/her plans for self-development; and the progress he/she has made in his/her efforts toward self-development.

High School Equivalence: Equivalence to completion of the 12th grade may be demonstrated in any one of the following ways: 1) passing the General Educational Development (GED) Test; 2) completion of 12 semester units of college-level work; 3) certification from the State Department of Education, a local school board, or high school authorities that the candidate is considered to have education equivalent to graduation from high school; or 4) for clerical and accounting classes, substitution of business college work in place of high school on a year-for-year basis.